



Natural Resources Conservation Service
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June 15, 2006

WEST VIRGINIA BULLETIN NO: WV360-6-5

SUBJECT: PER – In-State Training Needs

Purpose: To identify training needs in the state for next fiscal year.

Expiration Date: This bulletin expires September 30, 2006.

**DUE DATES: June 30, 2006 – DC's Lists to ASTC-FO's
July 14, 2006 – ASTC-FO's & SO Principal Staff Lists to STC
July 28, 2006 – STC Final Course Selections**

In the past few years we have experienced a reduction in training for all personnel in West Virginia. That is an unfortunate result of budget difficulties. By providing in-state trainings in fiscal year 2007, that trend will be reversed.

Within the state itself we have much technical expertise to share. The expense of putting on our own training, or, bringing in a technical expert, is a cost effective way to upgrade knowledge, skills and abilities of all NRCS West Virginia employees. In order to make the proper arrangements, have the subject matter experts available and simply to allow time to put together the requested course, we need to start now in identifying the training for next fiscal year.

With that said, each District Conservationist and Assistant State Conservationist – Field Operations will identify training needs within their area of operations which will increase/improve their office ability to provide sound technical assistance to clients. DCs will forward their list to their Assistant State Conservationist – Field Operations no later than **June 30, 2006**.

Please be more specific than general in requesting training. For example, a request could be for irrigation planning and design training not engineering training, or, habitat rehabilitation for game birds training not biology training.

The ASTC-FOs will consolidate these lists and make priority recommendations to me by **July 14, 2006**.

The Principal Staff will also canvass their employees for training opportunities to receive and that could be provided throughout the state. These lists are due to me by **July 14, 2006**.

These lists will be used by the State Office Principal Staff, in consultation with the ASTC-FOs, to determine which in-state training sessions to develop. I will make the final course selections by **July 28, 2006**. Once the trainings have been identified, they will be tracked for completion through the State Office Business Plan.

This is not the annual request to identify NEDS courses. That training request will come out in a separate bulletin.

If you have any questions, please contact Charlotte Wertz, State Training Officer, at (304) 284-4247.

/s/

RONALD L. HILLIARD
State Conservationist

DIST: E